

Supervisor: _____

OVERTIME RECORD

SEE REVERSE FOR INSTRUCTIONS

[illegible]

INSTRUCTIONS FOR OVERTIME RECORD

1. Start this record beginning 1 January of each year with seniority being the initial criteria followed by the least amount of overtime worked. (See Article 14, Section 3).
2. Anytime overtime is worked, the entire work center must be updated by entering date worked at the top of this record and updating each individual's status.
3. The top left portion of the block is for the action on that date and the lower right portion for the cumulative hours worked/declined.
4. The top left portion should be recorded using the following notations:
 - A - Employee/absent.
 - NA - Not asked to work because his/her turn is not up.
 - D plus
number of
hours - Declined the offer to work the number of hours the
 employee would have worked if this employee had
 accepted the work offered.
 - NQ - Declined outside the assigned work center or not asked
 because employee does not qualify to perform the work
 required.
 - Number - The number of hours actually worked.
5. This record will be available at all times to any employee, union representative, or to management.

| EXAMPLE | NAME \ DATE | 1/3 | 2/12 | 3/1 | 3/18 | 4/6 | 4/19 | | | | |
|---------|-------------|--------|---------|----------|----------|---------|---------|--|--|--|--|
| | | 8 8 | NA 8 | D4 12 | NQ 12 | 4 16 | A 16 | | | | |
| | EMPLOYEE | | | | | | | | | | |
| | | 1. | 2. | 3. | 4. | 5. | 6. | | | | |

1. Was asked to work 8 hours and accepted.
2. Was not asked, because it was not the employee's turn. Carry over the prior overtime of 8 hours worked.
3. Was asked to work 4 hours, but declined. Hence, the previous 4 hours were added to 8 hours for a total of 12 hours.
4. It was the employee's turn. The employee was not asked because employee did not qualify to perform the work being done that day. Carry over the 12 hours.
5. Was asked to work 4 hours and accepted for a new total of 16 hours.
6. It was employee's turn, but the employee was absent from work and could not be asked.